

School of Natural Sciences Registration Request Form

Step 1: *Identify conference details*

Attendee Name: _____ **Registration Deadline:** _____

Business Justification:
(Purpose for attending conference)

Link to Registration Website: _____

User Name: _____

Password: _____

Please use generic password which you may update upon registration confirmation

If you are unable to save a profile with a user name and password, [please provide the answers to all questions on the online form along with this form.](#)

If online registration is not available [please attach a completed registration form along with this form.](#)

Step 2: *Identify account details*

Funding Source : _____

(Account Name or Account Number. If you are using an account you do not manage please provide the name of the account owner)

Step 3: Submit this form by emailing SNSTravel@ucmerced.edu (to be completed by the SNS guest)

The SNS Travel Team will process your registration payment based on the information listed above. Requestor will be contacted within 2 days if more information is needed. Registration confirmations will be sent within 5 days of last contact.